

CITY OF HAPPY VALLEY

Job Title: Engineering Technician II
Department: Engineering
Reports To: Engineering Manager
FSLA Status: Non-Exempt

General Description

Under the general supervision of registered professional engineers, performs intermediate level technical engineering and drafting support duties using independent judgement and specialized technical and scientific knowledge. Tasks will include: construction inspection, processing and issuance of permits, plan review, technical writing, design drafting and routine GIS duties. Works directly with internal and external customers to explain codes.

The Engineering Technician II is an intermediate-level position in the Engineering Technician field. Incumbents perform moderate to difficult supportive and technical tasks in the engineering, construction and permit processing as assigned. Completed work is expected to be accurate and in compliance with instructions.

Essential Duties and Responsibilities

1. Processes applications for permits, inspections or services; issues permits.
2. Responds to customer and public inquiries. Explains and interprets City codes, policies, construction standards, fees, procedures and other regulations to the public, contractors, engineers, architects and other public or utility organizations to ensure adherence to routine technical procedures.
3. Performs complex construction inspections of public and private projects to ensure compliance with contractual agreements, erosion sediment control best management practices, plans and specifications, including preparing and recommending progress payments and change orders, ensuring work performed adheres to City standards, determining and noting major and minor defects, and evaluating appropriate actions in order to remedy defects as needed.
4. Prepares field observation reports; provides support to project manager; prepares as-built records for public infrastructure improvements; and acts as liaison between construction contractors and office engineering staff.
5. Conducts field and office research in order to prepare engineering reports, cost estimates and other related engineering documents.
6. Maintains engineering files. Indexes, files, updates, researches and compiles data from various sources.
7. Composes correspondence.
8. Performs a variety of engineering assignments using manual/computer-aided drafting and design techniques; prepares preliminary drawings from field notes and sketches; and creates and updates drawings, maps, graphs, as-built records and charts for the engineering division.
9. Performs other duties as assigned that support the overall objective of the position.

Minimum Qualifications

Knowledge of:

1. Civil engineering technology, terminology, practices and procedures applicable to office and field work.
2. Mathematics, algebra, geometry, trigonometry and statistics related to engineering work.
3. Standard office practices and procedures for maintaining and setting up both manual and electronic files; methods and procedures for archiving and retrieving map and drawing information; and data gathering and research techniques.

4. Principles, standards and practices of engineering, construction and maintenance project management; contract management including specification writing, cost estimating techniques, project tracking and required documentation. OR-OSHA safety rules relating to construction site safety.
5. Construction materials, basic methods used for construction materials acceptance testing, and erosion sediment control best management practices.
6. Personal computers and related software applications.

Ability to:

1. Manage various standard public works, engineering-oriented construction and maintenance projects. Conduct field investigations and site and erosion sediment control inspections.
2. Perform detailed work thoroughly, neatly, accurately and efficiently. Perform basic engineering and mathematical computations. Use personal computers and related software application packages including computerized drafting and design methods, GIS software, word processing, and spreadsheets.
3. Use proper English grammar, spelling, and punctuation both verbally and in writing for day-to-day interactions with diverse customers, co-workers, contractors, public officials, and the general public.
4. Read and create accurate engineering records such as construction drawings, survey notes, maps and reports.
5. Establish and maintain effective working relationships with management and staff, contractors, public agencies and officials, the general public and others encountered in the course of work.
6. Provide good customer service.
7. Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience

A typical way of obtaining the knowledge, skills and abilities outlined above is through obtaining an Associate's degree in Civil Engineering Technology or related field; or, and equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licenses and Certifications

A valid Oregon driver's license or other is required and the ability to meet the City's driving standards.

Physical Demands

The incumbent performs work of a sedentary to moderately active nature. Requires sufficient ambulatory ability to sit for extended periods of time, move to project locations, traverse hillside slopes, to stand for intermittent periods of time, and to bend, stoop, and reach for limited periods of time to retrieve work materials. Requires sufficient arm-hand-eye coordination to operate a computer keyboard, drawing equipment, and pointing devices to produce intricately detailed drawings, diagrams, and illustrations. Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.